



UNIVERSITY OF NORTH CAROLINA WILMINGTON

HUMAN RESOURCES

EHRA Post-Hire Documents Checklist

Immediately upon completion of People Admin entry reporting that verbal offer has been accepted with a final confirmed hire start date and salary, the following Hiring Packet of required forms and paperwork should be submitted directly by email to Talent Acquisition (ludwickj@uncw.edu or heily@uncw.edu or hrsearch@uncw.edu) or to Administrative Annex, 622 N. MacMillan Drive or Campus Mail 5960.

The following documents are contents of the “hiring packet” for EHRA Non Faculty hires recruited through People Admin. If sent by email the packet should be submitted as a single PDF attachment.

- 1. Form HR3.35 (EHRA Permanent Personnel Assignment Form)
o Signatures needed:
• Director
• Vice Chancellor
2. Verification of Credentials Form
3. Copy of written confirmation of verbal offer letter signed by hiring official (if applicable).
4. Copy of CV (or resume), letter of interest, and other recruitment related documents as appropriate.

The following documents are contents of the “hiring packet” for TEMPORARY EHRA Non Faculty hires. The hiring packet should be sent post-offer, prior to entry of EPAF, in entirety to – Human Resources Talent Acquisition 622 N. MacMillan Drive or Campus Mail 5960.

All Temporary Position Hires:

- 1. Copy of Curriculum Vitae (or resume) and other recruitment related documents as appropriate.
2. Verification of Credentials Form

Other Documents & Distribution List

Table with 3 columns: Human Resources, Payroll, Auxiliary Services. Rows include: Employment Eligibility Verification 19 – Ivor Dikkers, Criminal Background Check Request Ivor Dikkers, W-4; Employee Federal Withholding Online, NC-4; Employee State Withholding, ID Card Request, Parking Decal, Payroll Direct Deposit, Payroll Deduction for Parking.